



MEMPHIS AMBASSADORS PROGRAM

CODE OF CONDUCT

MAP PARTICIPANTS' CODE OF CONDUCT

Memphis Ambassadors Program (MAP) participants are expected to conduct themselves in a professional manner at all times. This includes showing respect for the rights and feelings of other MAP participants, your job, your worksite supervisor and the public. Also, make sure you have a positive attitude when interacting with the public and Co-MAP participants. If there is a problem, please contact your worksite supervisor immediately. Each program participant has a responsibility to comply with the policies and procedures of the Memphis Ambassadors Program to ensure continued employment.

POLICY

The following is a list of offenses that may be subject to disciplinary action or termination. Memphis Ambassadors Program participants will not be allowed to disrupt or interfere with the learning and work environment of their co-workers or staff in charge. A **zero tolerance policy** will be in effect throughout the entire program. It is the responsibility of all involved to ensure that the work environment is safe and conducive to learning and working at all times.

- Safety Procedures Violation
- Possession/Use of Tobacco Products by Minors
- Excessive and/or Unexcused Absences from Work
- Leaving the Job Early without Permission
- Possession/Use of Weapon
- Gambling
- Disrespect/Defiant Attitude toward Staff
- Possession/Use of Drugs or Alcohol
- Sleeping on the Job
- Eating or Chewing Gum without Permission
- Evidence of Gang Affiliation/Activity (including use of gang signs)
- Other Violations that Interfere with the Operation of the Work Day
- Fighting/Pushing/Tripping
- Unacceptable Written/Verbal Language
- Excessive Tardiness and Unexcused Absences
- Violence/ Threatened Violence
- Theft
- Forgery
- Insubordination
- Violation of Dress Code
- Cell Phone Usage/Text Messaging during Work Hours
- Profanity/Cursing
- Verbal or written Threats

Please Print:

Memphis Ambassadors Program Participant Name _____

Date of Birth _____

Address _____

Parent, Guardian, or Legal Custodian _____

Two Contact Numbers _____

In order to maintain your job as a Memphis Ambassadors Program participant, you must get this contract signed by your parent(s) and bring it to work with you on the first date of employment. A signature does not indicate agreement with all the components of this document; it indicates that all involved are aware of the requirements for maintaining employment with the Memphis Ambassadors Program.

I hereby acknowledge receipt and understanding of the Memphis Ambassadors Program Code of Conduct:

Signature of Participant

DATE

Signature of Parent, Guardian, or Legal Custodian
(If participant is under age 18)

DATE